

**REAL ESTATE APPRAISER APPLICATION ADVISORY COMMITTEE
THURSDAY, MAY 21, 2009**

PRESENT: Donald Chudnow, Lynn Gregorash (arrived at 10:39 a.m.), Gary Gruenisen, Thomas Kneesel, Gregory Landretti (arrived at 10:10 a.m.), Lawrence Nicholson, Linda Verbecken, Ursula Volk, David Wagner

EXCUSED: Frank Hopp

STAFF PRESENT: Tom Ryan, Bureau Director; Ruby Jefferson-Moore, Legal Counsel; Kimberly Wood, Bureau Assistant and other DRL staff

GUESTS: Edward Potter, Village of Mount Pleasant

OPEN SESSION – CALL TO ORDER

Linda Verbecken, Chair, called the meeting to order at 10:08 a.m. A quorum of seven (7) members was present.

(Gregory Landretti joined the meeting at 10:10 a.m.)

ADOPTION OF AGENDA

Amendments to Agenda:

- *Item “F” (open session) Addition of: Review of Connecticut – Proposed Bill No.303*

MOTION: Donald Chudnow moved, seconded by Ursula Volk, to approve the May21, 2009 agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES (MARCH 3, 2009)

MOTION: Gary Gruenisen moved, seconded by Donald Chudnow, to approve the minutes of March 3, 2009 as written. Motion carried unanimously.

**ADMINISTRATIVE REPORT
TOM RYAN, BUREAU DIRECTOR**

Tom Ryan introduced himself as the Committee's new Bureau Director. The Committee was advised of the details of a merger of the Office of Legal Counsel and the Division of Board Services. Kimberly Wood was introduced as the minute taker for this meeting. Linda Verbecken's resignation from the Committee was announced.

Introduction of new staff, Hector Colon/Gail Sumi

Gail Sumi, Division of Board Services – Administrator, appeared before the Committee to introduce herself. The Committee was advised that Hector Colon, the Department's newly appointed Executive Assistant, was unable to attend today's meeting.

**DISCUSSION AND APPROVAL OF APPROPRIATE STANDARDS
TO BE USED IN THE REVIEW PROCESS**

Uniform Standards of Professional Appraisal Practice (USPAP), Supplemental Appraisal Standards, Use of Forms, Review Procedures

No discussion was required for this item.

**DISCUSSION OF APPRAISAL STANDARDS BOARD REVISION
OF USPAP FOR THE 2010-2011 FINAL DRAFT**

Ruby Jefferson-Moore reported that changes have been made to USPAP which will become effective on January 1, 2010 and that the updated USPAP standards will be available in November 2009. Linda Verbecken expanded on the USPAP update and noted that there are FAQ's on the Appraisal Qualifications Bureau's (AQB) website regarding the revisions to USPAP.

Review and Discuss Committee's Policy on Attendance & Submission of Reviewer Appraisal Reports

The Committee reviewed its policy on attendance. It was noted that if a Committee member is not available to attend a meeting that the absent individual should send the standard three reviews with comments to the Committee for review. This policy is intended to keep reviews moving and to avoid delays in application processing.

Review and Discuss DRL Credentialing Appraisal Review Form #2709

Committee discussion of incorporating additional information to the Appraisal Review Form #2709 was addressed in conjunction with the agenda item titled “Review and Discussion of Sample Appraisal Review Form Prepared by Linda Verbecken”.

Review and Discussion of Sample Appraisal Review Form Prepared by Linda Verbecken

The Committee discussed this topic in conjunction with the item titled “Review and Discuss DRL Credentialing Appraisal Review Form #2709”. Linda Verbecken informed the Committee that she had completed revisions to a checklist that has been proposed as an addition to the Appraisal Review Form #2709. The Committee discussed the review process and the use of this form. It was requested that an electronic copy of this form be transmitted to the membership of the Committee for review. This topic will be continued at the next Committee meeting.

LEGISLATION AND ADMINISTRATIVE RULES

Review & Discuss Appraisal Institute’s Model Legislation regarding Registration and Regulation of Appraisal Management Companies

The Committee reviewed model legislation regarding registration and regulation of Appraisal Management Companies provided by the Appraisal Institute. Also reviewed by the Committee was a copy of Connecticut’s bill imposing regulation and registration of Appraisal Management Companies. Discussion of this issue turned to review of the impact of Appraisal Management companies and their effects on appraisers in training and how to address training issues. Edward Potter, Assessor with the Village of Mount Pleasant, provided comments to the Committee during discussions.

(Lynn Gregorash joined the meeting at 10:39 a.m.)

MISCELLANEOUS INFORMATION/CORRESPONDENCE

Update regarding Multiple Listing Service

The Committee discussed Fannie Mae/Freddie Mac forms, required for reporting market conditions, drawn from Multiple Listing Service (MLS). The Committee discussed concerns with this form and how to factor this form into the act of reviewing applicant appraisal reports. The Committee agreed that market analysis should still be required and that this form is not a substitution for this data. Ruby Jefferson-Moore informed the

Committee of the Appraisal Standards Board opinion that completion of this form does not exempt individuals from compliance with USPAP standards.

CLOSED SESSION

MOTION: Lynn Gregorash moved, seconded by Ursula Volk, to convene to Closed Session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; to consider licensure or discipline (s. 19.85(1)(b), Stats.; to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats. Motion carried by roll call vote: Donald Chudnow-yes, Lynn Gregorash-yes; Gary Gruenisen-yes, Thomas Kneesel-yes, Gregory Landretti-yes; Lawrence Nicholson-yes, Linda Verbecken-yes, Ursula Volk-yes; and David Wagner-yes.

Open Session recessed at 11:20 a.m.

RECONVENE TO OPEN SESSION

MOTION: Donald Chudnow moved, seconded by Gregory Landretti, to reconvene into Open Session at 12:50 p.m. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

REVIEW AND CONSIDERATION OF APPRAISAL EXPERIENCE AND APPRAISAL REPORTS FOR THE FOLLOWING APPLICANTS OR ANY MAILED OR RECEIVED AFTER MAILING OF AGENDA

RHONDA AYLESWORTH – CERT. RESIDENTIAL

MOTION: Gregory Landretti moved, seconded by Donald Chudnow, to recommend that the Department approve Rhonda Aylesworth's appraisal reports as submitted. Motion carried unanimously.

JAMES BROWN – AQB

MOTION: David Wagner moved, seconded by Thomas Kneesel, to recommend that the Department approve James Brown's appraisal reports as submitted. Motion carried unanimously.

BRIAN CAIRNS – LICENSED

MOTION: Ursula Volk moved, seconded by Donald Chudnow, to recommend that the Department approve Brian Cairns' appraisal reports as submitted with coaching comments. Motion carried unanimously.

CHAD CORLISS – CERT. GENERAL

MOTION: Thomas Kneesel moved, seconded by David Wagner, to recommend that the Department deny Chad Corliss' appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

THOMAS DIX – AQB

MOTION: Lynn Gregorash moved, seconded by Linda Verbecken, to recommend that the Department issue a notice of intent to deny Thomas Dix's appraisal reports subject to receipt of one (1) additional report that complies with USPAP. Motion carried unanimously.

LISA HANSON – CERT. RESIDENTIAL

MOTION: Linda Verbecken moved, seconded by Donald Chudnow, to recommend that the Department approve Lisa Hanson's appraisal reports as submitted. Motion carried unanimously.

BYRON MILLER – CERT. RESIDENTIAL

MOTION: Linda Verbecken moved, seconded by Gregory Landretti, to recommend that the Department deny Byron Miller's appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

PAMELA O'MARA – LICENSED

MOTION: Gregory Landretti moved, seconded by Gary Gruenisen, to recommend that the Department approve Pamela O'Mara's appraisal reports as submitted with coaching comments. Motion carried unanimously.

MICHAEL OSKEY – AQB

MOTION: Lynn Gregorash moved, seconded by Thomas Kneesel, to recommend that the Department approve Michael Oskey's appraisal reports as submitted with coaching comments. Motion carried unanimously.

MARGARET SCHROEDER – CERT. RESIDENTIAL

MOTION: Linda Verbecken moved, seconded by Donald Chudnow, to recommend that the Department deny Margaret Schroeder's appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

ANN SIME – CERT. RESIDENTIAL

MOTION: Gary Gruenisen moved, seconded by Thomas Kneesel, to recommend that the Department deny Ann Sime's appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

KURT STAMMER – CERT. RESIDENTIAL

MOTION: Lynn Gregorash moved, seconded by Gregory Landretti, to recommend that the Department approve Kurt Stammer's appraisal reports as submitted with coaching comments. Motion carried.
Abstained: Linda Verbecken, David Wagner

SARA VAN VONDEREN - LICENSED (TABLED FROM 1/22/09)

MOTION: Linda Verbecken moved, seconded by Lynn Gregorash, to recommend that the Department deny Sara Van Vonderen's appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

BENJAMIN VAZQUEZ – LICENSED

MOTION: Linda Verbecken moved, seconded by Donald Chudnow, to recommend that the Department issue a notice of intent to deny Benjamin Vazquez's appraisal reports subject to receipt of one (1) additional single family report which includes a cost approach to value that complies with USPAP. Motion carried unanimously.

Tom Ryan presented Linda Verbecken with a plaque on behalf of Secretary Jackson in recognition of her work while serving on the Real Estate Appraiser Application Advisory Committee. The Committee thanked Linda Verbecken for her dedication and service.

PUBLIC COMMENTS

None.

ADJOURNMENT

MOTION: Gregory Landretti moved, seconded by Gary Gruenisen, to adjourn the meeting at 12:59 p.m. Motion carried unanimously.